

Instructions for completing the self-assessment are listed below:

- Log on to: <<<http://hclmsa.plateau.com/hclmsa/learner/login.jsp>>> and follow the directions provided.
- Job aids/instructions are available when you scroll down the page to the following icons:
 - ***Click Here for Learner Instructions***
 - ***Click Here for Supervisor Instructions***
- Scroll down the page to the ***Click Here to Register*** icon. You must register before the system will allow you to take the survey.
- Once registration is complete, you simply log in to begin your self-assessment.
 - You should assess any HR competency that you possess at the Awareness through Expert level.
 - Should you get interrupted while performing the assessment, there is a ***Save Draft*** option. Once you ***Submit*** your assessment, it cannot be changed.
- The assessment should take 15 to 30 minutes to complete.
- Notify your supervisor upon completion so he/she can provide an assessment of your skill levels.